

[Insert Community Name]

## Town Meeting

[Insert Date]

[Insert Location]

[Insert Time]

## Sample Agenda

Facilitator: [Insert Name]

Speaker(s): [List Names]

Item	Presenter
<input type="checkbox"/> Introduction of facilitator and speaker(s)	
<input type="checkbox"/> Introduction of distinguished guest(s)	
<input type="checkbox"/> Sign-up sheet	
<input type="checkbox"/> Purpose of meeting	
<input type="checkbox"/> Establish protocol	
<input type="checkbox"/> Presentations	
<input type="checkbox"/> Hazard mitigation	
<input type="checkbox"/> Property acquisition	
<input type="checkbox"/> Fair compensation	
<input type="checkbox"/> Voluntary participation	
<input type="checkbox"/> Costs community will pay	
<input type="checkbox"/> Duplication of benefits	
<input type="checkbox"/> Advantages & disadvantages	
<input type="checkbox"/> Property owners' obligations	
<input type="checkbox"/> Mitigation alternatives	

## Tool I-6, Sample Agenda

- ☐ Priorities
- ☐ Question & answer period
- ☐ Open discussion
- ☐ Questionnaire
- ☐ Conclusion